



Parkland School Division

Visitor Entry Protocol for Schools and PSD Sites

A 'visitor' is someone who does not regularly work or attend the school or site they are visiting. This includes all visitors, volunteers and staff members who are not assigned to, or not regularly within the school or site.

COVID-19 can be spread by infected individuals who have not yet, or who may never develop symptoms. It is our shared responsibility to ensure our schools and sites remain healthy. This Visitor Entry Protocol exists as part of a number of new school safety measures to combat COVID-19. The health questionnaire supports a transition toward a culture where everyone recognizes the shared responsibility to keep our Parkland School Division family safe. The strategy is built on a foundation of awareness, trust and shared responsibility.

Mask use is mandatory for all Alberta Grade 4 to 12 students, and all school staff, visitors and volunteers as per Ministerial direction. Please refer to the [Parkland School Division Mask Protocol](#).

Again, visitor screening shall be applied to all visitors, volunteers and staff who are not regularly in the school or site. Basically, **if the building you are entering is not your regular place to be – then you will need to fill out and sign the attached form.**

If you have answered "Yes" to any of the above questions, please DO NOT enter the school at this time UNTIL YOU USE the [Alberta Health Services Online Assessment Tool](#) to determine whether you need to be tested for COVID-19 or self-isolate.

Mandatory isolation

Albertans with symptoms

- You are legally required to isolate for a minimum of 10 days if you have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing illness or health condition.
- The mandatory isolation period is 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.

Tested positive for COVID-19

- You are legally required to isolate for a minimum of 10 days if you have tested positive for COVID-19.
- Isolation period is for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.

Have symptoms but tested negative for COVID-19

- If you tested negative and have known exposure to COVID-19, you are legally required to isolate for 14 days.
- If you tested negative and have no known exposure to the virus, you are not legally required to isolate. However, it is important to stay home until your symptoms resolve so that you do not infect others.

Close contacts of confirmed cases

- You are legally required to isolate for 14 days and monitor for symptoms if you are a close contact of a person who tested positive for COVID-19 (provides care, lives with or has close physical contact without appropriate use of personal protective equipment, or comes into direct contact with infectious body fluids)
- If you become sick with cough, fever, shortness of breath, runny nose or sore throat during this time, you must isolate for an additional 10 days from the beginning of symptoms or until you are feeling well, whichever takes longer.

Travelers

- You are legally required to isolate for 14 days if you return to or enter Alberta from outside Canada.
- If you become sick with cough, fever, shortness of breath, runny nose or sore throat during this time, you must isolate for an additional 10 days from the beginning of symptoms or until you are feeling well, whichever takes longer.

Screening Requirements for School or Site Entry – Parkland School Division

- Any service provider, contractor, visitor or volunteer entering a school or Parkland School Division site must complete the COVID-19 Screening Questionnaire.
- Staff members who visit a school or site that is not their regular place of business must also complete and sign this form.
- A copy of the completed Screening Questionnaire shall be kept on file.
- Screening shall be completed in a manner that maintains physical distancing and avoids contact as much as possible.
- Individuals who do not comply with the completion of the screening form will be denied access to the school or site.
- Screening shall be completed in a manner that treats individuals with respect and dignity, providing them with information so that the reasons for screening are well-understood.
- Children and youth who may be visitors to a school or site will need a parent to assist them to complete this screening tool.

Reason for entering the school (include location, names of staff, students who you will be in contact with, etc.). Your details help us in the event of an outbreak:		
Email:		Phone Number:
NAME	SIGNATURE	DATE

COVID-19 ALBERTA HEALTH DAILY CHECKLIST (FOR ADULTS 18 YEARS AND OLDER)

Overview

This tool was developed to support schools, activity organizers, employers, businesses and facility operators in reducing the risk of transmission of COVID-19 among attendees/staff. The tool is meant to assist with assessing attendees who may be symptomatic, or who may have been exposed to someone who has COVID-19.

Attendees should complete this checklist prior to participating in the activity or program. If an individual answers **YES** to any of the questions, they must not be allowed to attend or participate in the activity or program.

As the COVID-19 pandemic continues to evolve, this screening tool will be updated as required.

Screening Questions for Adults 18 Years and Older:

1.	Have you traveled outside Canada in the last 14 days?	YES	NO
If you answered “YES”: <ul style="list-style-type: none"> You are required to quarantine for 14 days from the last day of exposure. If you develop any symptoms, use the AHS Online Assessment Tool or call Health Link 811 to determine if testing is recommended. If you answered “NO”, proceed to question 2.			
2.	Have you had close contact with a case¹ of COVID-19 in the last 14 days? Face-to-face contact within 2 metres for 15 minutes or longer, or direct physical contact such as hugging <i>Note: A health care worker in an occupational setting wearing recommended personal protective equipment is not considered to be a close contact</i>	YES	NO
If you answered “YES”: <ul style="list-style-type: none"> You are required to quarantine for 14 days from the last day of exposure. <i>NOTE: Individuals who previously tested positive for COVID-19 in the 90 days before being exposed to another case of COVID-19 are not required to quarantine.</i> If you answered “NO”, proceed to question 3.			
3.	Do you have any new onset (or worsening) of the following symptoms:		
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of breath	YES	NO
	• Runny nose	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Nasal congestion	YES	NO
	• Feeling unwell / fatigued	YES	NO
	• Nausea / vomiting / diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO

¹ A lab-confirmed case OR a probable case as defined in the [Alberta COVID-19 Notifiable Disease Guideline](#)

	• Muscle / joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (commonly known as pink eye)	YES	NO
<p>If you answered “YES” to any symptom in question 3:</p> <ul style="list-style-type: none"> • Stay home and do not attend or participate in the activity or program. • Use the AHS Online Assessment Tool or call Health Link 811 to arrange for testing and to receive additional information on isolation. • Individuals with fever, cough, shortness of breath, runny nose, or sore throat, are required to isolate for 10 days as per CMOH Order 05-2020 OR receive a negative COVID-19 test and feel better before returning to activities, as long as they have no known exposure. <p>If you answered “NO” to all questions:</p> <ul style="list-style-type: none"> • You may attend the activity or program 			

Reason for entering the school (include location, names of staff, students who you will be in contact with, etc.). Your details help us in the event of an outbreak:		
Email:		Phone Number:
NAME	SIGNATURE	DATE

COVID-19 ALBERTA HEALTH DAILY CHECKLIST (FOR CHILDREN UNDER 18)

Overview

This checklist applies for all children, as well as all students who attend kindergarten through Grade 12, including high school students over 18. Children should be screened every day by completing this checklist before going to school, childcare or other activities. Children may need a parent or guardian to assist them to complete this screening tool.

Screening Questions for Children under 18:

1.	Has the child traveled outside Canada in the last 14 days?	YES	NO
<p>If the child answered “YES”:</p> <ul style="list-style-type: none"> The child is required to quarantine for 14 days from the last day of exposure. If the child develops any symptoms, use the AHS Online Assessment Tool or call Health Link 811 to determine if testing is recommended. <p>If the child answered “NO”, proceed to question 2.</p>			
2.	<p>Has the child had close contact with a case¹ of COVID-19 in the last 14 days?</p> <p>Face-to-face contact within 2 metres for 15 minutes or longer or direct physical contact such as hugging</p>	YES	NO
<p>If the child answered “YES”:</p> <ul style="list-style-type: none"> The child is required to quarantine for 14 days from the last day of exposure. <p><i>NOTE: Individuals who previously tested positive for COVID-19 in the 90 days before being exposed to another case of COVID-19 are not required to quarantine.</i></p> <p>If the child answered “NO”, proceed to question 3.</p>			
3.	Does the child have any new onset (or worsening) of the following core symptoms:		
	<p>Fever Temperature of 38 degrees Celsius or higher</p>	YES	NO
	<p>Cough Continuous, more than usual, not related to other known causes or conditions such as asthma</p>	YES	NO
	<p>Shortness of breath Continuous, out of breath, unable to breathe deeply, not related to other known causes or conditions such as asthma</p>	YES	NO
	<p>Loss of sense of smell or taste Not related to other known causes or conditions like allergies or neurological disorders</p>	YES	NO
<p>If the child answered “YES” to any symptom in question 3:</p> <ul style="list-style-type: none"> The child is to isolate for 10 days from onset of symptoms OR receive a negative COVID-19 test and feel better before returning to activities Use the AHS Online Assessment Tool or call Health Link 811 to arrange for testing and to receive additional information on isolation. <p>If the child answered “NO” to all of the symptoms in question 3, proceed to question 4.</p>			

4.	Does the child have any new onset (or worsening) of the following other symptoms:		
	Chills Without fever, not related to being outside in cold weather	YES	NO
	Sore throat/painful swallowing Not related to other known causes/conditions, such as seasonal allergies or reflux	YES	NO
	Runny nose/congestion Not related to other known causes/conditions, such as seasonal allergies or being outside in cold weather	YES	NO
	Feeling unwell/fatigued Lack of energy, poor feeding in infants, not related to other known causes or conditions, such as depression, insomnia, thyroid dysfunction or sudden injury	YES	NO
	Nausea, vomiting and/or diarrhea Not related to other known causes or conditions, such as anxiety, medication or irritable bowel syndrome	YES	NO
	Unexplained loss of appetite Not related to other known causes or conditions, such as anxiety or medication	YES	NO
	Muscle/joint aches Not related to other known causes or conditions, such as arthritis or injury	YES	NO
	Headache Not related to other known causes or conditions, such as tension-type headaches or chronic migraines	YES	NO
Conjunctivitis (commonly known as pink eye)		YES	NO

If the child answered “YES” to ONE symptom in question 4:

- Keep your child home and monitor for 24 hours.
- If their symptom is **improving** after 24 hours, they can return to school and activities when they feel well enough to go. Testing is not necessary.
- If the symptom **does not improve or worsens** after 24 hours (or if additional symptoms emerge), use the [AHS Online Assessment Tool](#) or call Health Link 811 to check if testing is recommended.

If the child answered “YES” to TWO OR MORE symptoms in question 4:

- Keep your child home.
- Use the [AHS Online Assessment Tool](#) or call Health Link 811 to determine if testing is recommended.
- Your child can return to school and activities once their symptoms go away as long as it has been at least 24 hours since their symptoms started.

If the child answered “NO” to all questions:

- Your child may attend school, childcare and/or other activities.

Please note: If your child is experiencing any symptoms from the lists above, do not bring them to visit a continuing care or acute care facility for 10 days from when symptoms started or until symptoms resolve (whichever is longer), unless they receive a negative COVID-19 test result and feel better.

Reason for entering the school (include location, names of staff, students who you will be in contact with, etc.). Your details help us in the event of an outbreak:		
Email:	Phone Number:	
NAME	SIGNATURE	DATE